



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

December 19, 2005

INDIANA BULLETIN NO. IN 440-6-3

SUBJECT: PGM- Conservation Program Contracts Payments.

Purpose: To revise the guidance in bulletin IN 440-6-2 to include the Area Conservationist in the review process for making payments outside of ProTracts.

Expiration Date: September 30, 2006

Background: There is a need to authorize EQIP, CSP, and WHIP program payments outside of ProTracts. This bulletin identifies the most common situation where this would be necessary and outlines the steps and documentation needed for payment approval.

The most common situation we would encounter in Indiana where this action would be necessary is an Erroneous Underpayment by NRCS or FSA. This covers situations where payment has already been issued, but an error is subsequently discovered. The error may have been the result of action by an NRCS employee, a technical service provider, or a participant.

The following action will be taken to process payment requests that do not originate in ProTracts:

The District Conservationist will submit a request to the State Conservationist that includes the following:

- A “finding of facts” that documents in detail the cause(s) of each erroneous under-payment and supports the corrective action. This needs to be a clear and concise explanation.
- A copy of Form NRCS-1245, Practice Approval and Payment Application (prepared manually) that is signed and dated by the participant and NRCS Approving Official and shows the new total cost for the practice.
- Documentation of the previous payment along with bills, invoices, and receipts that support the additional payment.
- A screen print from ProTracts showing the participant’s eligibility to receive payment through the applicable program contract.
- A copy of the signature page of Form CCC-1200, Conservation Program Application/Contract.
- A copy of the power of attorney or other documents substantiating signature authority if the payment request is signed by a person that did not sign the program contract.
- A current copy of Form SF-1199A, Direct Deposit Sign-Up Form for each payee (1199a must be initialed and dated by DC and participant).
- Any other documentation (e.g., an assignment of payment) needed to support the payment request.

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The District Conservationist should submit these requests to the State Conservationist ***through the Area Conservationist. The Area Conservationist will forward approved requests*** to the appropriate Programs staff member, EQIP- Jim Dunaway, CSP- Joe Williams, WHIP- John Poenisch, for review and approval by the State Conservationist.

The State Conservationist will forward approved requests to the Deputy Chief for Programs for action. If the request is approved by the Deputy Chief for Programs, funds will be sent through FFIS to the state. All payments made under this process will be made by the Financial Management staff from the State Office. District Conservationists can review National Bulletin 440-5-3 for the national requirements.

Do not confuse the process contained in this Indiana Bulletin with the process of requesting prior year allocation changes contained in Bulletin IN 440-6-1.

If you have questions, contact Jim Dunaway at 317-290-2300 Ext. 334, or Dwayne Howard at Ext. 386.

/s/

J. XAVIER MONTOYA
Acting State Conservationist